

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, HELD MAY 15, 2012, AT 6:00 P.M., AT THE CITY COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

CALL TO ORDER AND ROLL CALL

Mayor Joens called the regular meeting to order at 6:00 p.m. Roll call was taken as follows:

COUNCIL MEMBERS PRESENT

Diane Joens, Mayor
Karen Pfeifer, Vice Mayor
Jesse Dowling, Council Member
Tim Elinski, Council Member
Linda Norman, Council Member
Terence Pratt, Council Member

COUNCIL MEMBERS ABSENT

Ruben Jauregui, Council Member

STAFF MEMBERS PRESENT

Doug Bartosh, City Manager
Steve Horton, City Attorney
Matthew McLean, Deputy Clerk
George Gehlert, Community Development Director
Jody Fanning, Chief of Police
Richard Faust, Community Services General Manager
Rudy Rodriguez, Administrative Services General Manager
Bruce Morrow, Transportation Manager
Kyla Allen, Executive Assistant to the City Manager

PLEDGE OF ALLEGIANCE

Bruce Morrow led the Pledge and was presented a certificate of appreciation by Mayor Joens.

BRIEF SUMMARY OF CURRENT EVENTS BY MAYOR, CITY COUNCIL AND/OR CITY MANAGER--
THE PUBLIC BODY DOES NOT PROPOSE, DISCUSS, DELIBERATE OR TAKE LEGAL ACTION ON
ANY MATTER BROUGHT UP DURING THIS SUMMARY UNLESS THE SPECIFIC MATTER IS
PROPERLY NOTICED FOR LEGAL ACTION

Mr. Bartosh announced that Cottonwood was designated a bronze bicycle friendly community by the League of American Bicyclists, and the city will continue to strive to obtain the higher designations; and the Cinco de Vino event to plant vines at Yavapai College was a great success.

Vice Mayor Pfeifer stated she attended the Prime Time Fair hosted by the Chamber of Commerce at the Tavascai school and it was a good turn out this year.

Council Member Pratt announced Yavapai College will be closed for the summer for renovation and construction work.

Council Member Dowling stated he attended the opening of the Discovery Channel telescope with Mayor Joens.

Mayor Joens announced the following:

- She attended the vine planting event at Yavapai College.
- On May 2 she attended the Arizona Water 85th Annual Water Conference.
- She attended a Fit Kids board meeting and then an Elk's ceremony for youth awards.
- She did an interview on Inside Cottonwood with Dr. Donna Michaels and Elva Core with the O'Connor House Voter Engagement program.
- She spoke about community gardens at the Natural Resource Conservation District education fair.
- She attended the opening of a new food bank called Raising Hope Food Pantry at the Christen Assembly Education building next to the post office. It is open Tuesdays from 10-2.
- She attended the Holocaust training provided by Doug Bartosh and Sheila Polk.
- On Friday she went to the Cottonwood Middle School and surprised the sixth grade teachers and saw Jackie Dunsmore and Sherry Heath in observance of Teacher Appreciation Week.

CALL TO THE PUBLIC

There were no comments from the public.

INTRODUCTION OF NEW EMPLOYEES

Mr. Faust introduced Bruce Morrow, the new Transportation Manager for the Cottonwood Area Transit and Verde Lynx systems.

APPROVAL OF MINUTES—Regular Meeting of May 1, 2012 and Work Session of May 8, 2012

Council Member Pratt moved to approve the minutes of the regular meeting of May 1, 2012, and the work session of May 8, 2012. The motion was seconded by Mayor Joens, and carried unanimously.

UNFINISHED BUSINESS.

ORDINANCE 585--AMENDING THE CITY OF COTTONWOOD MUNICIPAL CODE BY DELETING CHAPTER 2.72, SELF-INSURANCE TRUST BOARD, FROM TITLE 2, ADMINISTRATION AND PERSONNEL; SECOND AND FINAL READING

Mr. Horton stated this is the second and final reading for this Ordinance. This is a house keeping matter. We no longer need to have the trust board and this section of the municipal code is no longer needed.

Council Member Dowling moved to approve Ordinance Number 585 and repeal Chapter 2.72, Self-Insurance Trust Board, from Title 2, Administration and Personnel, of the Municipal Code. The motion was seconded by Council Member Elinski and carried unanimously.

Mayor Joens requested the Deputy Clerk to read Ordinance 585 by title only.

ORDINANCE NUMBER 585

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA AMENDING THE MUNICIPAL CODE OF THE CITY OF COTTONWOOD BY REPEALING CHAPTER 2.72, SELF-INSURANCE TRUST BOARD, FROM TITLE 2, ADMINISTRATION AND PERSONNEL.

ORDINANCE NUMBER 586--AMENDING THE ZONING MAP OF THE CITY OF COTTONWOOD, ARIZONA, FOR A PARCEL OF LAND TOTALING APPROXIMATELY 1.2 ACRES LOCATED ALONG THE SOUTH SIDE OF SR 89A, APPROXIMATELY 200 FEET WEST OF ITS INTERSECTION WITH SOUTH 12TH STREET, APN 406-05-036Q AND 406-05-036R, SO AS TO CHANGE CERTAIN DISTRICT BOUNDARIES AND CLASSIFICATIONS THEREOF FROM THE PRESENT ZONING OF C-1 (LIGHT COMMERCIAL) AND AR-43 (AGRICULTURAL/ RESIDENTIAL) TO C-2 (HEAVY COMMERCIAL); SECOND & FINAL READING

Mr. Gehlert stated this is the second and final reading for Ordinance Number 586 and this pertains to a new Discount Tire retail center that will be located at 1175 E. 89A. The first reading was held at the May 1 regular meeting. There are two parcels that are located along 89A that need to be rezoned from C-1 to C-2 to accommodate the rear service bays.

Council Member Pratt stated we did go through this very thoroughly and there are some very positive things about this. One is you're going to have a business occupying what is now an empty retail space. They will be hiring at least 10 people. And they are looking at revenues of about \$3 million which adds to our sales tax collection. So it is a positive for the area.

Council Member Pratt then moved to approve Ordinance Number 586. The motion was seconded by Vice Mayor Pfeifer and carried unanimously.

Mayor Joens requested the Deputy Clerk to read Ordinance Number 586 by title only.

ORDINANCE NUMBER 586

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, AMENDING THE ZONING MAP OF THE CITY OF COTTONWOOD, ARIZONA, FOR A PARCEL OF LAND TOTALING APPROXIMATELY 1.2 ACRES LOCATED ALONG THE SOUTH SIDE OF SR 89A, APPROXIMATELY 200 FEET WEST OF ITS INTERSECTION WITH SOUTH 12TH STREET , APN 406-05-036Q AND 406-05-036R, SO AS TO CHANGE CERTAIN DISTRICT BOUNDARIES AND CLASSIFICATIONS THEREOF FROM THE PRESENT

ZONING OF C-1 (LIGHT COMMERCIAL) AND AR-43 (AGRICULTURAL/
RESIDENTIAL) TO C-2 (HEAVY COMMERCIAL).

CONSENT AGENDA-No items.

NEW BUSINESS—The following items are for Council discussion, consideration, and possible legal action.

AWARD OF BID FOR THE CONSTRUCTION OF THREE POTABLE WATER RESERVOIRS FOR THE CITY'S WATER UTILITY SYSTEM

Mr. Biggs presented for consideration awarding a bid for construction of three potable water reservoirs to Superior Tank Company. Superior's bid was \$668,356. The bids were checked and met the required specifications. Staff is recommending the contract for construction be awarded to Superior Tank. The three reservoirs would add nearly 1.3 million gallons of storage capacity which will lower operating expenses.

Mayor Joens stated we have budgeted plenty for this and was pleased that it came under budget. It is necessary for a safe operating system during peak use.

Bob Oliphant, from Cottonwood, asked about what the color of the tank will be.

Mayor Joens stated when some pieces of equipment were installed near the back of her house they went to the neighborhood and asked the neighborhood to pick from color samples.

Council Member Elinski moved to award the contract to Superior Tank Company for a total price of \$668,356 excluding tax. The motion was seconded by Council Member Norman and carried unanimously.

SPECIAL EVENT LIQUOR LICENSE APPLICATIONS FOR THE COTTONWOOD CHAMBER OF COMMERCE FOR BUSINESS MIXERS

Vice Mayor Pfeifer and Council Member Pratt declared a conflict of interest and stepped down from the dais.

Mayor Joens stated this was generally placed on the consent agenda, but because we have Council Members who are active in the Chamber this was placed on new business.

Council Member Dowling moved to approval of the Special Event Liquor License Applications submitted by Lana Tolleson, applicant for the Cottonwood Chamber of Commerce for business mixer events scheduled for June 21, September 20, October 18 and December 13, 2012. The motion was seconded by Council Member Norman and carried.

Vice Mayor Pfeifer and Council Member Pratt returned to the dais.

RESULTS OF THE CITY'S 2012 COMMUNITY SURVEY

Mrs. Allen reviewed the results of the community survey which just focused on city services and not on businesses. We allowed a section for people to leave their contact information. The city manager reviewed every survey and if there was a comment worth addressing, he contacted that individual. She read one comment from a Doris Peterson which said "Being a blind vet, it is difficult crossing downtown intersections. Although Countdown traffic lights have been installed, it is of little use to us with low to no vision. Lights equipped with auditory signals, would be more beneficial. Blind vets train in Tucson to learn such crossing with sound." At the Main and Mingus intersection, there is now an auditory signal.

Mr. Bartosh stated staff has been in contact with ADOT and trying to get them to do it to the signals that they control.

Mrs. Allen stated we mailed out 9,369 surveys and received 889 back. More than half of the surveys that were returned have lived in the community for more than 10 years. We had an increase in all but two categories which was code enforcement and public roadways.

Mayor Joens asked if any of the comments about code enforcement asked if they wanted us to go out and harass residents.

Mrs. Allen stated we mailed this out to all the water customers. Not just the ones that live in Cottonwood.

Mr. Bartosh stated this is one of the quality of life things and citizens want their neighborhood to look clean. What we mostly heard were that weeds were a big issue and we were able to respond to a couple specific complaints. He also received several comments about the quality of the water and when he asked them why, they would say that they get these notices in the water bill that says they should be concerned about the arsenic. He explained to them that all the arsenic has been remediated and is no longer a concern, but the federal government still makes us send the notices out. We have met all of the federal requirements, so they will not be receiving any more notices.

Mayor Joens stated we should send out a letter stating we had to send out those notices for a year after we complied.

Mr. Bartosh stated we can do that. He is also preparing a letter to the newspaper as well as Just the Facts newsletter. We have received a lot of great comments about the rec center.

Mayor Joens stated it might be a good idea to publish a letter in the paper every quarter listing our progress on projects.

Mrs. Allen stated some of the negative comments we received on the library were that they would like some more books and they would like it open on Monday. The CAT/Lynx service quality is up and they would like to see that service increased. We scored very well on business friendly environment and a lot of people are still confused on what the Business

Assistance Center was. The public would like to see an option to pay the water and sewer bill online.

Mayor Joens asked if we had put solutions on our website for people that wanted to pay online.

Mr. Bartosh stated we were going to contract with a third party to collect online payment for us. The problem is, for the number of people who actually pay online, financially it just doesn't make sense. Most people pay through their bank, send a check in, or in person and the percentage of people that would want to pay online are very minimal. It would increase their bill by \$2.00 every time they paid.

Mr. Rodriguez stated the bottom line is that it would be about \$8,000 a month just to post it out there. If only 500 people would be using it, it would be very costly service. We are looking at the new software to cut those costs. It is extremely expensive for a small organization.

Mayor Joens stated Clarkdale does it, but they charge \$2.00. She asked if there was someplace on the website where we could put a link that says if you wish to pay your bill online and explain that we don't have that, but list the other solutions.

Mr. Rodriguez stated it is not on the website now, but we can write something up.

Mr. Bartosh stated the other piece of that is we will be able to move on combining the bills much more quickly once we get the new software in place.

Mrs. Allen stated she hopes that next year people filling out the survey with comments put in the contact information so we can send a letter back to them.

AWARD OF THE CITY'S ENTERPRISE RESOURCE PLANNING PROJECT (SOFTWARE)

Mr. Rodriguez stated we have been looking at replacing the city's financial software. About 18 months ago we started looking at a municipal type software. So any data we put into the system can be picked up by all the different departments. We looked at four companies, New World Systems, Tyler Technologies, Springbrook Software and one other one that is being used by Sedona. Sedona is dropping their software due to security issues. Staff has recommended going with Springbrook since it is more intuitive and easier and has a lower initial cost. Staff is seeking approval to purchase the software for \$300,000 which includes \$23,000 for a possible purchase of any additional modules if we need them.

Council Member Pratt stated they justified going with Springbrook. We all know the importance of having software that is user friendly. And they have guaranteed the maintenance cost for five years without an increase. This seems to be where we should go.

Council Member Elinski asked why we didn't do an RFQ or something similar for this.

Mr. Rodriguez stated a lot of it is the technical nature of it. As we put the team members together it was no longer just finance, it was business license, building permits, utilities, and we want to be able to do a positive pay which will run checks for electronic payments. We didn't see the reason to put together an RFP when there are plenty of contracts to ride on.

Mayor Joens stated we are going with the contract that Sedona has already, so we don't have to reinvent the wheel.

Mr. Rodriguez stated not necessarily the contract, but we are going with their bid. They actually went out for an RFP, so we are riding on their bid process.

Mayor Joens asked if this software will be able to list benefits on the employee's paychecks.

Mr. Rodriguez stated he doesn't believe this software will be able to do that. We send out a statement once a year and this will be the third or fourth year that we do that.

Mayor Joens stated when she worked for Supervisor Chip Davis he worked with the county to list the employee's benefits on their paycheck. Employees receive a third more than their salaries in benefits and yet they don't know that.

Mr. Bartosh stated we responded to that with the annual report.

Mayor Joens stated she would like to see it every paycheck.

Mr. Bartosh stated he thinks it has a greater impact on an annual basis. We get a paycheck every two weeks, you don't necessarily pay attention to it. But at the end of the year you total it up and you really see what the costs incurred are.

Council Member Pratt stated he knows people with those paychecks and they feel that the company has been defending themselves in a way.

Mr. Rodriguez stated we can ask, but if not, they will still be getting it once a year.

Mayor Joens stated she will always bring it up, never totally satisfied with the answer.

Council Member Pratt moved that the City Council approve the award of the Enterprise Resource Planning Project to Springbrook Software and authorize the Administrative Services General Manager to execute the agreement in an amount not to exceed \$300,000, excluding annual maintenance. The motion was seconded by Vice Mayor Pfeifer and carried unanimously.

AWARD OF BID FOR THE CITY'S JOB CLASSIFICATION AND SALARY COMPENSATION STUDY

Mr. Rodriguez this is something we have been waiting for nearly four years. We went out and put out an RFP for this. We sent about 17 different RFPs and we only got two returns. One of the reasons was the tight turn around for this. We want to implement this July 1 and

it being so late into the year, we had concerns that we would have this project go out for six months as it did back in 1999. We asked for 45-60 day timeframe to complete this project with a possible 30 day extension. One of the reasons is if it goes past the July date, we plan to do a retro back to July 1. So the further out we go, the more difficult it is to calculate that. One of the companies that responded was Public Sector Personnel Consultants who was the same company that instituted our compensation study in 1999. We did ask them to trash the previous comp-ratio program that they gave us back in 1999 for a more reasonable type of ranges. Their bid came in at \$20,000, which is \$10,000 below what we estimated what it would be. They have a good reputation and we would like to go ahead and seal the deal with them and bring them on board and begin the compensation study as soon as possible. Our plan is to get the report back and figure out how we are going to do any type of salary adjustment back to July 1.

Mayor Joens stated we have been talking about this since she became Mayor.

Mr. Bartosh stated it was actually one of the original strategic initiatives for the council.

Council Member Dowling moved to approve awarding the Job Classification, Salary Compensation Study Request for Proposal to Public Sector Personnel Consultants for \$20,000 and authorize the Administrative Services General Manager to execute a contract for the services. The motion was seconded by Council Member Norman and carried unanimously.

REDUCTION OF THE SPEED LIMIT ON 6TH STREET BETWEEN SR 89 A AND MINGUS AVENUE FROM 35 MPH TO 25 MPH

Mr. Bartosh stated this was discussed at the work session last week and the Council asked staff move on this rapidly and felt this was an important change for the safety of our community. One of the requirements to get this done was an engineering study which was done. This speed limit was set back when there wasn't much development on 6th Street and it has now become a very congested area. We felt that it was time that this be changed. A majority of the drivers are driving between 25 and 30 miles per hour with a rare 40 to 45 miles per hour. This will encourage people to keep within that speed and protect our walking public and kids that are walking home from school.

Mr. Horton stated we are catching up with what appears to a vestigial speed limit. It may have been that we didn't catch up with the zoning changes, because when you look at the statute, the presumptive reasonable and prudent speed limit is 25 miles an hour in a residential and commercial zone. That segment actually crosses in and out of three different zones. In order to change we have to have a traffic and engineering study, which had already been done. Morgan Scott had generated a report and that is more than sufficient to enable the Council by simple motion to enact a regulation about the speed of that length of 6th Street.

Mayor Joens stated she felt a lot better about a study being done.

Council Member Pratt stated this is a no brainer especially when you do look at the study and the list of everything that is down there and there is a lot of foot traffic.

Council Member Norman moved to approve reducing the speed limit on Sixth Street between Mingus Avenue and Hwy 89A from 35 to 25 miles per hour. The motion was seconded by Vice Mayor Pfeifer and carried unanimously.

CLAIMS & ADJUSTMENTS

Mayor Joens moved to pay the Claims and Adjustments. The motion was seconded by Vice Mayor Pfeifer, and carried unanimously.

ADJOURNMENT

Mayor Joens moved to adjourn. The motion was seconded by Council Member Norman, and carried unanimously. The regular meeting adjourned at 7:36 p.m.